

CITY OF SAN DIEGO
M E M O R A N D U M

DATE : September 13, 2005

TO: Distribution

FROM: Isam Hasenin, P.E., C.B.O., Chief Building Official

SUBJECT: Procedures for Design, Plan Review, Construction and Inspection of
Access Regulations for Multi-Family Projects

Effective immediately, the following procedural improvements will be instituted in order to enhance compliance with the disabled access regulations of the California Building Code (CBC) for all covered multi-family residential projects:

Project Design:

1. A preliminary review meeting during design development with a supervising engineer to address access issues is strongly recommended.
2. Projects will not be accepted for plan review unless access regulations are addressed in detail.
3. A listing of the "Covered Dwelling Units" shall be provided in the plans with "One Bathroom" or "All Bathroom" method of compliance identified for each "Covered Dwelling Unit".
4. Submitted plans must have enlarged plans of covered dwelling units showing all details and elevations dealing with CBC access compliance.
5. Notes will not be accepted as the only method of compliance.
6. Separate sheets of the drawings for access compliance will be required for all covered projects.
7. All dimensions pertaining to the accessibility provisions shall be shown / noted in the plans as "... inches clear".
8. Architect of Record will be responsible for coordination and cross-reference of access requirements between the notes and different portions of the plans.

9. A signed declaration by the Architect of Record on the final plans that CBC access regulations have been fully met on his/her drawings will be required prior to permit issuance. The declaration shall also state that the Architect of Record will participate in a mandatory preconstruction meeting focusing on access compliance.
10. A note shall be provided on the final plans that the mandatory preconstruction meeting shall be scheduled with a Senior Structural Inspector by calling Field Inspection Services at (858) 492-5070.
11. A signed declaration by the Architect of Record on the plans that the final copy of the plans reflects resolution of all plan check issues that have been previously evaluated and signed-off during the course of plan recheck will be required prior to permit issuance.

Plan Review:

1. Projects will not be accepted for plan review unless Items 2 through 8 above are addressed prior to submittal.
2. Additional specific and targeted training will be provided to plan review staff.
3. The Division of Building and Safety will embark on an outreach program to the design and construction communities through their professional organizations to provide training and technical materials to assist them in ensuring that their design and construction is in compliance with the CBC accessibility provisions.
4. To enhance compliance with the accessibility provisions, tenant improvement projects in existing and/or permitted covered multi-family buildings will no longer be performed over-the-counter.
5. Supervising engineers will provide an audit of the access compliance during and/or immediately after the initial plan review as well as in a timely fashion prior to project sign-off.
6. Plan Review Engineers will continue participating in the Field Rotation Program and perform inspections of the access compliance as this practical knowledge will reap long term benefits.
7. Additional in-house training will be provided using after-the-fact analysis of real projects to discover what went wrong and learn how to do better the next time.

Construction:

1. Preconstruction Meeting: Project Manager/Superintendent will schedule a mandatory preconstruction meeting, with a project manager, superintendent, Architect of Record, owner's representative, general contractor, senior inspector and district inspector to address access issues prior to foundation inspection.

A "Hold" will be placed on the project, no inspections will be allowed until this meeting has occurred.

A review of the site will be conducted including site access, path of travel to common areas and all covered units. A sign-in sheet will be provided for this meeting and attendees will sign, a copy will be retained for plan file.

2. Contractor Contact Person: It shall be the responsibility of the Project Manager/General Contractor to appoint an individual to work with the building inspector throughout the project until completion regarding disabled access compliance.
3. Questions regarding disabled access shall be brought to the inspector's attention as soon as possible. Resolutions shall be made by senior plan checker, senior field inspector and Architect of Record.
4. Revised and approved plans shall be available at the jobsite at foundation inspection.
5. An "Access Compliance Certificate" signed by the builder/contractor shall be submitted to Field Inspection Services prior to final inspection. The builder/contractor or their licensed representative shall attest that he/she has inspected the completed construction and believes that all disabled access provisions per the approved plans have been met.

Inspections:

1. To ensure that rough dimensions will allow for the required clearances when finish materials are applied, additional mandatory inspections for disabled access compliance will be performed at:

- ✍ Foundation inspection
- ✍ Frame inspection
- ✍ Drywall inspection
- ✍ Cabinet install/layout
- ✍ Pre-final

Inspectors will clear the “Hold” after each of the above disabled access inspections are verified.

2. The Inspection Record Card will be revised to include sign-off areas for disabled access compliance at the inspections required above.
3. Supervising Building Inspectors will provide an audit of access compliance throughout the inspection process of multi-family projects.
4. Additional specific and targeted training will be provided to inspection staff regarding disabled access requirements for covered multi-family projects.
5. A Certificate of Occupancy or a Temporary Certificate of Occupancy **will not be issued** to projects that have incomplete or non-complying disabled access issues.

Isam Hasenin

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